



**NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
CONTINUING EDUCATION COORDINATOR
(COMMUNITY COLLEGE PROFESSIONAL 18)
35 HOURS/WEEK, 12 MONTH TENURE TRACK POSITION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Winsted, CT
Minimum Salary: \$63,093, approximate annual, plus excellent medical insurance, retirement and related fringe benefits.
Closing Date: December 14, 2015
Anticipated Starting Date: January 22, 2016

MINIMUM QUALIFICATIONS

Minimum of a Bachelor's degree in related field, together with two to five years of related experience in education administration, business, or training and development or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties is required.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

PREFERRED QUALIFICATIONS

Preference will be given to candidates with experience in an academic setting or post-secondary education.

RESPONSIBILITIES

Under the direction of the Director or Dean, the Continuing Education Coordinator is accountable for contributing to the successful operation of the College's non-credit continuing education programs through effective performance in these essential functional areas: program planning and development, administrative services, publicity and marketing, program evaluation. Duties include, but not limited to, monitoring trends in demand for course offerings; recruiting, interviewing, and training new instructors; maintaining correspondence, contracts, and course fees; responding to phone and email inquiries, registering students, ordering textbooks and supplies; developing marketing materials, promoting awareness of College's continuing education programs with the community; developing course evaluation tools and methods; assessing program effectiveness, and other duties as assigned. The incumbent may supervise student workers in administrative support tasks. The incumbent is expected to have extensive relationships with students, faculty, staff, members of the public, outside agencies, and business and community groups. The incumbent is expected to collaborate with academic and student services departments to contribute to attracting and retaining students.

TO APPLY, PLEASE SUBMIT THE FOLLOWING ELECTRONICALLY:

Only complete application packages received by the closing date will be accepted for consideration. The final candidate will be required to successfully pass a background check.

- Letter of Intent
- Resume
- Names and contact information of three (3) professional references
- Typed Board of Regents Employment Application: <http://www.nwcc.edu/about-nccc/human-resources/employee-forms>
- Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to **NW-HumanResources@nwcc.edu**

Northwestern Connecticut Community College does not discriminate on the basis of race, color, religious creed, age, sex, marital status, civil union status, national origin or ancestry, sexual orientation, transgender status, gender identity or expression, genetic information, present or past history of mental disability, intellectual disability, learning disability or physical disability, veteran status, political beliefs, or prior criminal record. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Dr. Ruth Gonzalez, Title IX and Section 504/ADA Coordinator (Phone: 860-738-6315, Email: RGonzalez@nwcc.edu), Northwestern Connecticut Community College, Park Place East, Winsted, CT 06098.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans